

Creating an Assessment from Content Library

1. Log in to P+.
2. Select the icon for Content Library



3. You will then see:

Instructions: Place a checkmark next to the Standard that you would like to see questions for, then scroll to the bottom of the page where you can enter some additional question filter cri

Step 1: Select Questions

Current Selection: [3 Questions](#) [Clear Selected Questions](#)

Select More: Select grade & subject filter for content standards and click Show Indicators

Standard Version:

Grade Levels:

Subjects:

Indicator Search:

(Free form text search of the Standard code and description.
Use an Asterisk * at the beginning and/or end to perform partial name searches)

[Show Indicators](#)

Select the Grade Level and Subject and then click on Show Indicators

Select Standards:
[Check All](#) [Un Check All](#)

4. Pick out the standards you want to find questions aligned to. If you click the Bold Standard, it will check all stems below. You can also just pick and choose which specific stems you want. Remember that standards have a L or S next to them to indicate if they are Local or State standards. State standards will be assessed on NECAP. When done selecting, scroll below and select Show Questions.

Enter (optional) search filters and click "Show Questions"

Difficulty Level:

Level of Knowledge:

Question Types:

Visibility:

Catalogs:

Unique Question Code:



Less
is
best!

- 5.

[Show Questions](#)

[Click here to add a new question](#) [Find/Add Reading Passages](#) [Find Multiple Question Codes](#) [Modify Catalogs](#)

☐ **M:01:NO:5.1 (S)** Demonstrates conceptual understanding of rational numbers with respect to: whole numbers from 0 to 9,999,999 through equivalency, common mixed number, and improper) (halves, fourths, eighths, thirds, sixths, twelfths, fifths, or powers of ten (10, 100, 1000)), decimals (to thousandths), or benchmark per other representations.

☐ What is this?



A
B
C

If you click the Bold standard box, it will select all questions below aligned to that standard. Alternatively, you can go through and individually check only those questions you want under each standard you want to address in your assessment. You will see these ghost across your screen as you check them and you will see the count of questions at the top left. When done, you want to click on Add Selected Questions either at the top or bottom of that screen.

Saving a Word document to use as a printed assessment

33

Look at this picture.

Key

represents 1 gallon

The picture shows the number of gallons of water the Mitchell family drank in one day.

a. Write a mixed number that represents the number of gallons the Mitchell family drank.

b. One full glass holds $\frac{1}{8}$ gallon of water. The Mitchell family drank only full glasses of water on that day. How many full glasses of water did the Mitchell family drink?

Open ended

Question Details:

Unique Code:	NECAP-2009-Math-Gr6-Q13
Question Source:	NECAP-2009-Math-Gr6
Question Source Details:	
Difficulty Level:	n/a
Knowledge Level:	n/a
Open Ended Ind:	True
Correct Answer:	N/
Reading Passage:	none
Catalogs:	none

NING * 22 questions are not part of the NH Approved catalog. They are identified with a YELLOW highlight on the CATALOG fields.**

Please review these questions closely prior to printing the test booklets or before creating the assessment framework.

Re-Selected
Re-Order
Print/Copy/RTF Ready
Create Assessment Framework
Add to Catalog

6. If you want to print the assessment out, click on Print/Copy/RTF Ready as circled above. RTF stands for Rich Text Format, which means the file will open in any word processing program.

7. When you click on this, your next screen looks like this below and you will click on Print RTF Version.

Display Reading Passages: with the questions: Re-Display **Print RTF Version**

Nothing about this gray line will be printed

1. On Saturday, Dora practiced playing her violin 5 times. Each time she practiced for 15 minutes. What is the total number of hours Dora practiced her violin on Saturday?

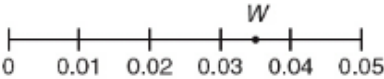
A. $\frac{5}{15}$ hour
B. $\frac{5}{6}$ hour
C. $1\frac{1}{4}$ hours
D. $2\frac{1}{2}$ hours

2. Jesse and Kristy each bought a pizza of the same size.

- Jesse's pizza was cut into 3 equal slices. She ate 1 slice.
- Kristy's pizza was cut into 6 equal slices. She ate 2 slices.

Explain using words, numbers, or pictures how Jesse did or did not eat the same amount of pizza as Kristy.

3. Look at this number line.



What decimal best represents the location of point W?

A. 0.035
B. 0.045
C. 0.350
D. 0.450

4. Stuart bought a candy bar that cost 90 cents. He gave the cashier a \$1 bill. Which of the following three diagrams shows all the ways the cashier can give correct change us

8. You will then see this on the screen:

RTF

"Word"

- Images are imbedded as JPG and/or GIF
- Use this format for Microsoft Word & more robust word processing applications

[download word \(JPGs\) rtf](#)

9. Click on download word and your questions should open up in Word as a rtf file. You will want to do a Save As and save it as a Word document.

10. To continue, click on Close this Pop up Window.

11. You should be back to the screen that shows your selected questions. At the bottom, click on Create Assessment Framework.

12. You will then see a screen similar to:

Content Library - Question Search Results - Selected Questions(4) - Create Framework

Question Nbr	Question Text
1	On Saturday, Dora practiced playing her violin 5 times. Each time she practiced for 15 minutes. What is the total number of hours Dora practiced her violin on Saturday?
2	Look at this number line.
3	Answer:
4	What is this?

The system has created the assessment , and there were no errors.

To finish generating the framework enter the Assessment Name and Date below and then click the CONTINUE button

Assessment Name:

Assessment Date:

This shows the questions and allows you to name the assessment using whatever conventions works best, like Grade 5 Math 2010-11 AC

13. Click on Continue.

14. On the top of the next screen, you see “Don’t forget to set the Rubric Descriptions, Auto-Score Indicator and the Auto-Score rubrics”

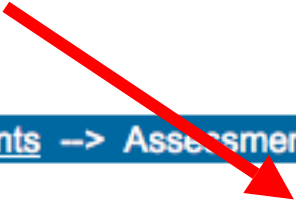
15. You will also see the sections of your assessment with the questions aligned to standards. The program has put in the values for the different proficiency levels for the different sections.. You should click on **All Rubrics** and do your editing there using these pieces below

- You can edit the name of the section by altering the information in the Section Name text box.
- You can edit the max score for a section by altering the information in the Max Score text box. This should be a positive integer only.
- You can edit the Sort Sequence by altering the information in the Sort Seq. text box. This should a positive integer only and will determine the order that the section appear on the Assessment Detail Page.
- **Auto Total Drop-down box: This setting will allow the application to total all other sections. You will likely only use this on a Total Score section. In most sections, this should be left to the default setting of No.**
- Auto Score Drop-down box: This will allow for more efficient grading of students. By turning the Auto Score ON, the application will automatically assign a proficiency level for a score. In most situations, you will want this to be set to ON.
- Rubric Description Text: This row of boxes can be a number, number range, or even written text. It will display at the bottom of a section on the Assessment Detail Page. It does not do any calculating.
- Auto Score: This row of boxes is what the application uses to calculate proficiency levels for students. Each box in this row must be a numeric value that is ascending to the right.
- Rubric Label: This row of boxes can be used to edit the labels for your proficiency levels. These edited labels would replace the default labels that your state uses.

16. When done, click on **Update All Sections**

17. When done click on **Assessment Detail** in the breadcrumb at the top.

18. Click on Questions at the top of this screen.



[Assessments](#) -> **Assessment Detail**

[Schedules](#) | [ALL rubrics](#) | [Questions](#) | [Copy Assessment](#)

Subject: Mathematics

Grade: Fifth Grade

Assessment Name: New Test Grade 5 - Mathematics No.13

Assessment Type: Benchmark

Level: Local

Created By: SAU-001, NH (Demo)

Learning Type: Assessment OF Learning

Assessment Series: None

Schedule Date(s)

12/9/2010 [Click to Grade](#)

19. You now can click on Auto-generate. Once done and you have the new screen you can edit sections if you want. If you do, when finished click on **Assessment Detail** in the breadcrumb at the top.

20. Now you can click on Questions again at the top. You might want to select **4. Print Answer Sheets**. If so click on the dates below Schedule dates to the right of #4.

Fifth Grade Mathematics
New Test Grade 5 - Mathematics No.12

Steps

1. Question Definitions

2. Align Questions to standards

3. Generate the Assessment Sections

4. Print Answer Sheets

5. View Questions

6. Upload Student Answers

Note: Click one of the Schedule Dates to upload student answers from a CSV file. Use this if you are NOT uploading the student answers via Bubble Reader

**Nbr
Items**
7

Edit Link
[Click to Edit](#)

7

[Click to Edit](#)

[Click to
Auto-Generate](#)

OR [Click to Manual
Sections](#)

Schedule Dates
[2010 - 12/9/2010](#)

7

[Click to View Questions/Print RTE](#)

Schedule Dates
[2010-11 - 12/9/2010 - Click to UpLoad](#)

21. You will then be given a screen that we will go through now.

Answer Sheet Generator - Main Menu

1. Pick the Assessment

School Year: 2010-11
Assessment Grade Level: Fifth Grade
Assessment Subject: Mathematics
Selected Assessment: New Test Grade 5 - Mathematics No.12 12/09/2010 (7 ques) [Click here to change](#)

22. Select your school year, grade and assessment subject.

2. Pick the Students

Organization: SAU-001, NH (Demo)
School Building: Dist-001, NH (Demo) - District
Class Grade Level: All
Class Subject: All

Student/Class Choices:

- ☒ I want to print answer sheets for students in the selected classes.
[Click here to select the classes](#)
- ☐ I want to print answer sheets for all students in this building sorted alphabetically by student last name and first name
- ☐ I want to print answer sheets for specific students
[Click here to select the students](#)

23. Decide if you want to print for a certain class, the whole building or just some students. If you pick selected classes you will need to click on the link below that choice and then select the class. If you want specific students, you will click on the link below that choice and then check the students on the next screen that you would like.

3. Print the answer sheets!

48 Question Answer Sheet



[Print](#)

24. Next decide if you want a 20 or 48 Question Answer Sheet.

[Bubble Sheet Printing Instructions.](#)

You will need Adobe's PDF plug-ins to see the answer sheets.



[Click here to get Adobe Reader](#)

You will also need to install two fonts to view the answer sheets.

If you cannot view these fonts click the Get Bubble Fonts logo:

Bubble Fonts: You should see bubbles here

Bar Code Fonts:      



Mac users will need to save the following fonts and manually add them to their system.

[Bar Code Font](#)

[Bubbles Font](#)

Blank Bubble Sheets

[Form 20](#)

[Form 48](#)

[Form 100](#)

25. If you need to download fonts or bubble sheets, this is the section for doing that.

26. When you are all set, you can click on Print as shown in the image above #24 on the previous page.

Putting in Assessment responses for Students into Assessment Builder.

1. You will begin by clicking on the Assessment icon on the Home page in P+.



2. Next you will see:

The image shows a web form titled 'Assessments' in a blue header. The form contains several search criteria: 'Grade Levels:' with a dropdown menu showing '(All)'; 'Subjects:' with a dropdown menu showing '(All)'; 'Assessment Name:' with a text input field and a note '(use an Asterisk * at the beginning and/or end to perform partial name searches)'; 'Assessment Series Name:' with a dropdown menu showing '(All)'; and 'Scheduled between (mm/dd/yyyy):' with two date input fields and a calendar icon. Below these fields is a 'Show Assessments' button and a link that says 'Click here to add a new assessment'. A red arrow points from the bottom towards the 'Show Assessments' button.

3. Select the year minimally, or further select grade and subject to limit what you see. Then click on Show Assessments.
4. Find your assessment and click on it.

5. You will then see this screen:

[Assessments](#) → Assessment Detail

[Schedules](#) | [ALL rubrics](#) | [Questions](#) | [Copy Assessment](#)

Subject: Mathematics

Grade: Fifth Grade

Assessment Name: New Test Grade 5 - Mathematics No.13

Assessment Type: Benchmark

Level: Local

Created By: SAU-001, NH (Demo)

Learning Type: Assessment OF Learning

Assessment Series: None

Schedule Date(s)

12/9/2010 [Click to Grade](#)

6. Click on Click to Grade.

[Assessments](#) → Student Search

Grading: New Test Grade 5 - Mathematics No.13 12/9/2010

First Name:

Last Name:

District StudentID:

Grade / Building / Year: Fifth Grade Dist-001, NH (Demo) - Oak Intermediate School 2010-11

Student Groups: (All) 2010-11

Race: (All)

Gender: (All)

Current Status: Active

Note:

To search for partial names use an asterisk *

To display all students place a single asterisk in the LAST NAME field

Search Now

Show private groups? No OK

- Now you should select the Grade, Building and Year and anything else you want to get to your list of students. When selected, click on Search Now.
- You will then see a list of your students:

Student Name	Student Code	School Building	Grade
Abeyta, Lauren	9993305754	Oak Intermediate School	Fifth Grade
Adler, Khorrie Sean	9993308043	Oak Intermediate School	Fifth Grade
Alicea, Rohit	9993305651	Oak Intermediate School	Fifth Grade
Allan, Kimberly	9993305823	Oak Intermediate School	Fifth Grade
Amore, Alex	9993313103	Oak Intermediate School	Fifth Grade
Anderson, Catherine	9993307812	Oak Intermediate School	Fifth Grade
Anderson, Brooke	9993308066	Oak Intermediate School	Fifth Grade
Archibald, Jack	9993300594	Oak Intermediate School	Fifth Grade
Aver, Gregory	9993308112	Oak Intermediate School	Fifth Grade
Bahder, Samuel	9993305753	Oak Intermediate School	Fifth Grade
Baker, Ryan	9993308156	Oak Intermediate School	Fifth Grade
Ballentyne, Alicia	9993305704	Oak Intermediate School	Fifth Grade
Barnes, Jacob	9993310568	Oak Intermediate School	Fifth Grade
Barton, Autumn	9993305817	Oak Intermediate School	Fifth Grade
Beauchesne, Frederick	9993308120	Oak Intermediate School	Fifth Grade

**WARNING: Once you put responses in for students, you
CAN NOT delete the assessment.**

- Click on the first student for whom you want enter responses and then enter their responses.

StudentID: 9993305754
Student Name: Lauren Abeyta
Assessment: New Test Grade 5 - Mathematics No.13 12/9/2010

Note: The student has not answered this assessment yet

Question	Question text(Optional)	Point Value	Ques Type	Correct Answer	Student Answer
1	On Saturday, Dora practiced playing her violin 5 times. Each time she practiced for 15 minutes. What...	1	Mult Choice	C	<input type="text"/>
2	Look at this number line.	1	Mult Choice	A	<input type="text"/>
3	Answer:	1	Mult Choice	C	<input type="text"/>
4	What is this?	1	Mult Choice	B	<input type="text"/>
<div> <input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Update and Return to List"/> </div>					

- For open ended you put the correct letter for the number of points the student received on that question.

11. When you have entered the responses you can click on either Update or Update and Return to List. You would do the latter if you had more students responses to add.
12. Alternatively you enter grades using a spreadsheet. This is shown when in the assessment under the Question link when you are in Assessment Detail. . #6 allows you to upload student answers. When you select this, it shows the Format A and B you could use and how to create the spreadsheet for uploading.

Fifth Grade Mathematics
New Test Grade 5 - Mathematics No.13

Steps	Nbr Items	Edit Link
1. Question Definitions	4	Click to Edit
2. Align Questions to standards	4	Click to Edit
3. Generate the Assessment Sections		Click to Auto-Generate OR Click to Manually Align Questions to Sections
4. Print Answer Sheets		Schedule Dates 2010 - 12/9/2010
5. View Questions	4	Click to View Questions/Print RTE
6. UpLoad Student Answers		Schedule Dates 2010-11 - 12/9/2010 - Click to UpLoad

Note: Click one of the Schedule Dates to upload student answers from a CSV file. Use this if you are NOT uploading the student answers via Bubble Reader